

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

DEPT OF VETERANS AFFAIRS
PO BOX 942895 ROOM 403
SACRAMENTO, CA 94295-0001



Employee Name	CHAVEZ, ROCKY
Expense Dates	10/11/10-10/28/10
Total Expense Amount	17451.82
Amount Due Employee	246.25
Form ID	TEA000741015

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	10/13	Gasoline	31.90	
2)	10/13	Parking, Auto	18.00	
3)	10/15	Gasoline	17.35	
4)	10/17	Taxi Fare	35.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved by: _____

JOHN P TREMBLAY

Travel & Expense Account Summary

Employee Name ROCKY CHAVEZ
Expense Dates 10/11/10-10/28/10
Report Name RC's Travel October 2010

Request Total \$ 17451.82
Direct Charge Total - 17205.57
Travel Advances - 0.00
Net Due Employee = 246.25

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	Yountville	68.50
Non-Travel Expenses	Resource Center	7.50
Regular Travel	War Memorial	16813.04
Regular Travel	San Diego	562.78

NOTE: (d)=Direct Charge

DATE	Mon Oct 11	Tue Oct 12	Wed Oct 13							TOTAL
Mileage, Personal Auto	12.00									12.00
Commercial Air Fare (d)	361.40									361.40
Breakfast		6.00	6.00							12.00
Lunch		10.00								10.00
Dinner		18.00								18.00
Incidentals		6.00								6.00
Gasoline			31.90							31.90
Auto Rental (d)			93.48							93.48
Parking, Auto			18.00							18.00
TOTALS \$	373.40	40.00	149.38							562.78

**Travel & Expense Account
Summary**

DATE	Thu Oct 14	Fri Oct 15	Sun Oct 17							TOTAL
Commercial Air Fare (d)	16470.00		180.70							16650.70
Lunch		10.00								10.00
Auto Rental (d)		99.99								99.99
Gasoline		17.35								17.35
Taxi Fare			35.00							35.00
TOTALS \$	16470.00	127.34	215.70							16813.04

DATE	Tue Oct 19									TOTAL
Mileage, Personal Auto	7.50									7.50
TOTALS \$	7.50									7.50

DATE	Thu Oct 28									TOTAL
Mileage, Personal Auto	68.50									68.50
TOTALS \$	68.50									68.50

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	San Diego	10/11/10	Mileage, Personal Auto	12.00	Cash
Regular Travel	San Diego	10/11/10	Commercial Air Fare	361.40	Direct Charge
Regular Travel	San Diego	10/12/10	Breakfast	6.00	Cash
Regular Travel	San Diego	10/12/10	Lunch	10.00	Cash
Regular Travel	San Diego	10/12/10	Dinner	18.00	Cash
Regular Travel	San Diego	10/12/10	Incidentals	6.00	Cash
Regular Travel	San Diego	10/13/10	Breakfast	6.00	Cash
Regular Travel	San Diego	10/13/10	Gasoline	31.90	Cash
Regular Travel	San Diego	10/13/10	Auto Rental	93.48	Direct Charge
Regular Travel	San Diego	10/13/10	Parking, Auto	18.00	Cash
Regular Travel	War Memorial	10/14/10	Commercial Air Fare	16470.00	Direct Charge
Regular Travel	War Memorial	10/15/10	Lunch	10.00	Cash
Regular Travel	War Memorial	10/15/10	Auto Rental	99.99	Direct Charge
Regular Travel	War Memorial	10/15/10	Gasoline	17.35	Cash
Regular Travel	War Memorial	10/17/10	Commercial Air Fare	180.70	Direct Charge
Regular Travel	War Memorial	10/17/10	Taxi Fare	35.00	Cash
Non-Travel Expenses	Resource	10/19/10	Mileage, Personal Auto	7.50	Cash
Non-Travel Expenses	Yountville	10/28/10	Mileage, Personal Auto	68.50	Cash

**Travel & Expense Account
Summary & Detail**

Comments

Subject	Comment
Trip Selection	9/12 Undersecretary Chavez participated in the From Deployment to Arraignment Training and represented the Governor at the Veterans Transition Program Employer Panel Night in San Diego.
Trip Selection	10/15 Undersecretary Chavez represented CDVA as the Keynote Speaker at the Annual War Memorial Ceremony at the San Diego State University, then visited the 2-1-1 San Diego Program for veterans.
Trip Selection	10/19 Undersecretary Chavez visited the Sacramento Veterans Resource Center.
Trip Selection	10/28 Undersecretary Chavez attended the Yountville Home Quarterly Status Meeting and the Pathway Home Program meeting at the Yountville Veterans Home.